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## CMAQ Project Selection Committee

# **June 25, 2010 Minutes**

Members Present: Mike Rogers – IEPA, Marty Buehler – Counties, Larry Keller – Council of Mayors,

David Seglin - Chicago Department of Transportation, Mark Pitstick - RTA, Keith

Sherman - IDOT, Patricia Berry - CMAP

Members Absent: none

Others Present: Michael Connelly, Kama Dobbs, John Donovan, Scott Kasper, Valbona Kokoshi Bill

Lenski, Darrell Lewis, Jason Osborn, Tom Rickert, Chad Riddle, Chris Staron, Mike

Walczak, Jan Ward, Thomas Weaver

**Staff Present:** Holly Ostdick, Joy Schaad

## 1.0 Call to Order and Introductions

Acting Chairman Mike Rogers opened the meeting at 1:00 in the absence of Chairman Ross Patronsky. Attendees introduced themselves.

## 2.0 Agenda Changes and Announcements

There were none.

## 3.0 Approval of May 6, 2010 Minutes

Tom Rickert said the comments on project agreements made by Kane and Lake county representatives were missing from the May minutes. The committee deferred approval and staff will update the minutes to include those comments.

## 4.0 Project Changes

4.1 Cicero Rail Yard Locomotive Diesel Retrofit (TIP ID 05-09-0002)

The sponsor requested a change in the scope of the project from purchasing GenSets to TIER II single engine locomotive options. Consideration of this item was delayed because there were questions regarding whether the railroad should be pursuing TIER II or TIER III engines and costs were unclear.

4.2 Schaumburg-Schaumburg and Barrington Roads Intersection Improvements (TIP ID 03-00-0108)

Holly Ostdick explained that the Village is requesting to add right of way (ROW) as an approved phase and move \$1,081,776 federal funding from construction to ROW. The sponsor also requested moving \$9,000 federal from construction to Phase II engineering, which was done by administrative modification. The two moves would leave \$601,000 in the construction phase. Scott Kasper of the Village of Schaumburg addressed the Committee to explain what was needed and why. Upon questioning whether Schaumburg would be coming back to the committee for additional funding, he pointed out that they did ask the committee for more funds in 2008 but were asked to wait until the Phase I engineering was complete. He said that it was a possibility – but that Schaumburg would be exploring all options including STP and more state and county participation. One leg of the intersection is IDOT's jurisdiction and the other is Cook County's.

On a motion by M. Buehler and a second by D. Seglin, the committee voted to approve the request to move \$1,081,776 federal funding from construction to right of way.

4.3 IDOT I-290/IL 53 SB exit ramp at IL 53/Biesterfield Rd (TIP ID 03-09-0011) Holly Ostdick explained that the sponsor requested a cost increase of \$96,000 federal and that the project was re-ranked and that staff recommended approval.

On a motion by Mayor Keller and a second by P. Berry the committee voted to approve the cost increase.

4.4 IDOT US 12/45/Mannheim Rd at Lawrence Ave (TIP ID 04-09-0004)

Holly Ostdick explained that IDOT is requesting to decrease the cost and scope of the project by removing an intersection improvement, and focusing on the signal interconnect. The project was re ranked and came out as the top project in the signal interconnects category.

On a motion by K. Sherman and a second by M. Buehler, the committee voted to approve the scope change.

4.5 Pace Rideshare Marketing (TIP ID 13-08-0009)

Holly Ostdick reported that Pace requested approval to combine their FY 2008 regional ridesharing funds with IEPA's Clean Air Public Information Campaign and that IEPA has concurred. She pointed out that originally this was an IEPA Clean Air Campaign and Rideshare Marketing project, but in 2008 some funds were split out at Pace's request for Pace's rideshare efforts.

On a motion by M. Buehler and a second by M. Pitstick, the committee voted to approve combining of project funding into IEPA's Clean Air Public Information Campaign and Regional Carpool Radio Advertising (TIP ID 13-97-0002).

4.6 Round Lake Park - IL 134/Main Street Sidewalk Project, from West village limit to East village limit (TIP ID 10-10-0005)

The sponsor requested moving all funding into construction. Staff undertook this as an administrative modification.

Marty Buehler pointed out that the correct municipality name is Round Lake Park, not Round Lake Beach as listed in the agenda.

#### 4.7 Addison Mill Rd Bridge Sidewalk Project (TIP ID 08-06-0052)

The sponsor requested moving all PH II Engineering funding into construction. Staff undertook this as an administrative modification.

## 5.0 Program Management

## 5.1 State Appropriation

Holly Ostdick reported that the state fiscal year ends in a few days and we have used \$53 million over the \$21 million of State appropriation that was in the original SFY 2010 budget. The goal was to obligate an additional \$50 million in appropriation and we made that goal. Currently there is only \$21 million of state appropriation in the SFY 2011 budget and it is believed that we will again be able to obligate more than that. Keith Sherman commented that IDOT recognized the good work that went into the \$74 million in obligations and said that the Department would like to accommodate a high level of obligation in SFY 2011 as well, but the issue is what program/s to take state appropriation from, as it is not likely that there will be a supplemental appropriation.

## 5.2 Agreement Processing

Holly Ostdick described the agreement processing seminar held by APWA on June 24, 2010 where Chad Riddle, Temi Latinwo and Greg Lupton of IDOT presented information. Copies of the exhibit from the District One's Federal Aid Agreement Technician, Temi Latinwo were handed out, which showed all the steps involved. Mr. Darrell Lewis, Acting Bureau Chief of the Central Office's Bureau Local Roads and Streets (BLRS) gave an overview of efforts IDOT is undertaking to improve the timeliness of agreement processing and highlighted the steps that are most time consuming, including legal and audit review and getting the two (for contracts under \$250,000) or four (for contracts of \$250,000 or more) required signatures. He also pointed out that in 2010, there were 1,200 funding agreements to process and in 2009, which was more typical, they had only 500. Similarly engineering agreements jumped from 350 to 570 in that time frame. This increase was due to ARRA funding, and the capital bill.

Mr. Lewis identified some staffing improvements which will help and said that IDOT is looking at reducing the pre-authorization reviews at the Office of Finance and Administration for engineering agreements under \$200,000 (75% of agreements). They are also working to improve communications and are making sure that problems uncovered in the reviews of draft agreements do not go solely to the program manager, but also go to the Local Roads staff contact in the district offices as well. Mr. Lewis stated that they are now tracking elapsed time and their goal is to have the agreements reviewed by Central Office in 2 months. He said that sponsors should call BLRS and check status if their agreement has taken a long time. IDOT hopes to have their new enhanced computer system in place shortly that will help pinpoint problems on all agreements and likely speed up the process.

Mr. Rickert thanked Mr. Lewis for IDOT's continued efforts and said that the Committee understands IDOT works within numerous constraints. He said that he believed a good understanding of the processes will help everyone involved and that his concern is to make sure that Council of Mayors, County and City projects are not penalized with the CMAQ one-time move restrictions. Mr. Rickert stated Kane County sends a spreadsheet of their projects to Springfield monthly now that they have a point of contact. They work together against due dates. Mr. Osborn commented that the IDOT reviewers should be empowered to use the contacts on the JRF to get problems solved directly, but Mr. Lewis pointed out an issue with the

Central Office staff calling consultants directly, as the sponsors and the District are left out of the loop.

Mayor Keller asked how long sponsors should wait until calling for updates. Mr. Lewis responded that it is reasonable to expect an agreement to go from the District Office to the Central office and back to the District to issue the Notice to Proceed in three months. He stated that he felt the work CMAP is doing to have the PLs more proactive with the JRFs and the TIP issues will help reduce some hang ups. Hopefully timeliness will improve now that the ARRA projects are behind us, as there are likely to be 500-600 fewer agreements.

Marty Buehler and acting Chairman Mike Rogers thanked Mr. Lewis and Mr. Sherman for the information and their efforts on the matter.

## 5.3 May Status Update

Holly Ostdick explained that CMAP sent project sponsors with phases programmed in 2010 an email notification to complete the short online form as a status update by May 31, 2010 and reiterating the requirement to adhere to the programming policies adopted in 2009 (i.e. all new projects must submit a Job Number Request Form (JRF) to IDOT or grant application to FTA by the May status update). As of June 1<sup>st</sup>, 52 of 167 (31%) did not complete the status update. Five projects were identified as having not submitted a Job Number Request Form (JRF) to IDOT or grant application to FTA. The five projects total \$1,500,338 in CMAQ funding:

- Oak Forest 158th St and 155th St Sidewalk Project between Laramie Ave and Cicero Ave. (07-10-0002)
- IDOT Lincoln Hwy from Chicago Rd to State St (07-10-0003)
- Bensenville Jefferson St Sidewalk Improvements Evergreen St to York Rd (08-10-0002)
- St. Charles IL 64 from Tyler Rd to 7th Ave (09-10-0004)
- Cook County Dept of Environmental Control (CCDEC) County Fleet Diesel Retrofit (13-09-0001)

Ms. Ostdick stated either she or the PL contacted the sponsors of all five projects to notify them that they are being considered for removal from the program. After this notification three of the projects demonstrated they are moving forward with their projects. Two, Oak Forest's 158th St and 155th St Sidewalk Project between Laramie Ave and Cicero Ave. (07-10-0002) and Bensenville's Jefferson St Sidewalk Improvements Evergreen St to York Rd (08-10-0002), either stated they were no longer pursuing the project or did not respond to inquiries.

On a motion by P. Berry and a second by M. Pitstick, the committee voted to recommend removal of the Oak Forest and Bensenville projects from the program to the Transportation Committee.

The discussion turned to the other 47 projects that did not submit a May status report. Committee members said this showed a strong lack of professionalism and that a 31% non-response rate is unacceptable. It was agreed that the fact that the March 2009 adopted policies do not provide specific penalties for lack of a status report submittal should be remedied. The committee will consider policy changes to resolve this. Keith Sherman commented that we should expect reasonableness both from the sponsor and on our handling of the delinquent projects. There may be specific issues that should be considered on some projects and we don't want to equate a lack of submittal due to a misunderstanding to an outright no response.

Patricia Berry agreed that consequences should be spelled out in the programming policies. Hopefully, the CMAQ Project Selection Committee can develop a recommendation in time to have Transportation and Policy Committee consideration of programming policy refinements prior to the required October status updates.

A recommendation on policies for status update requirements for transit projects is also needed. As discussed many times by the PSC, it is helpful from the standpoint of not lapsing funds that the transit projects are promptly obligated, project accomplishment is what will aid regional mobility and air quality.

CMAP staff was directed to contact the PLs with the project information for sponsors that have not responded. The sponsors will be informed that the PSC will discuss these projects and funding disposition at the July meeting.

#### 6.0 One-Time Moves

Committee discussion of what justifies "out of sponsor's control" if a project is not adhering to the schedule adopted was included on the agenda. It was noted that if the project delay is within the sponsor's control, the schedule adjustment is considered the project's one-time move, but if the delay is beyond the sponsor's control, the sponsor can adjust the schedule without using their one-time move. While all agreed it is important that this discussion take place in advance of committee action on project moves/withdrawals resulting from the October status reviews, it was agreed to defer the discussion to the July 29 meeting.

#### 7.0 Public Comment

There was none.

## 8.0 Other Business

There was none.

## 9.0 Next Meeting

The next meeting was scheduled for July 29, 2010 at 2 p.m. at the CMAP offices.

## 10.0 Adjournment

On a motion by P. Berry and second by D. Seglin the committee voted to adjourn the meeting at 2:16 p.m.

Respectfully Submitted,

Holly Ostdick

CMAQ Program Manager

Holly Ostdick

/JMS